

# McLeod County Historical Society & Museum *Rental and Program Agreement*

The McLeod County Historical Society & Museum agrees to rent our meeting room facilities to,

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

On (date): \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

A deposit of \$\_\_\_\_\_ has been paid to hold the date listed above.

Check the following services needed for the event:

- \_\_\_\_ Meeting Room Half Day \$75.00
- \_\_\_\_ Meeting Room Full Day \$150.00
- \_\_\_\_ Kitchen ( If food or drinks are served)  
\$25.00
- \_\_\_\_ Tour of Gallery Spaces \$25.00
- \_\_\_\_ Staff Program \$25.00

Total due:\$\_\_\_\_\_ before or the day of the event. Scheduled cancelations must be received at least 24 hours prior to the scheduled event, or the deposit will be lost. In the event the Meeting Room or other services would not be available due to unforeseen circumstances, the entire deposit and cost of that service will be refunded.

If food or drinks will be served during your event, a kitchen fee of \$25.00 will be added to accommodate the use of the kitchen, and serving area. Clean up of the kitchen is also required, leaving it in the condition it was originally found. Garbage bags and waste receptacles are available for use, we also ask that you deposit any waste generated from your rental into our dumpster after your event.

Set up for your event can be done prior to the scheduled event, free of charge, as long as it is during regular Museum hours and the Meeting Room is not previously rented. If set up is

required during off business hours, and not during the rental dates and times reserved, then an extra charge of \$10.00 per hour will be added to your total fee.

The renter agrees to clean the facility after the event, and to exercise reasonable care in the use of the facility, tables and chairs, and kitchen equipment. The deposit will be refunded, provided that the facility is cleaned to the condition existing at the start of the rental, and provided that the tables and chairs are returned to their original arrangement. If not, the deposit will be lost.

Any damage to the walls, flooring, ceiling, tables, chairs, sound system, kitchen equipment, or other component of the facility that exceeds the deposit will be assessed to the renter and reimbursement will be required. Nothing in this agreement limits the damages to the amount of the deposit.

The Museum reserves the right to cancel any or all of the above services if deemed necessary by the board of directors and/or staff. The Museum and its logo can not be used as a part of any group or political campaign endorsement as a result of a rental agreement.

By signing below, the party agrees to the terms and conditions of the McLeod County Historical Society rental agreement brochure. The listed party also agrees to pay a \$50.00 deposit to hold the listed date, and any and all charges incurred between now and the scheduled rental date. Total due no later than the day of the event.

Name of Renter: (Printed)

\_\_\_\_\_

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit amt.: \$ \_\_\_\_\_

McLeod County Historical Society Staff or

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit taken: \_\_\_\_\_